

WORKFORCE HORIZONS

Planning Tomorrow's Workforce Today

Louisiana Department of Civil Service

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LA CAREERS "GOES LIVE" FEBRUARY 16, 2009

A major change in procedures and processes for filling vacancies in the classified service will occur on February 16, 2009 with the implementation of the LA Careers online application system. The LA Careers system will replace the current JOB SEARCH online vacancy posting system and all promotional and direct hire agreements. It will involve implementation of new Civil Service rules, changes to application screening processes and changes to existing test scores and scoring formulas. A major advantage of the new system is that it makes submitting an online application the primary method of applying.

Some of the changes that will occur on February 16, 2009 are listed below:

- New Chapters 22, 23, and 24 of the Civil Service Rules will become effective and Chapters 7 and 8 will be abolished.
- Direct Hire and Promotional Agreements will all become void on this date.
- Current noncompetitive and shortage categories will cease to exist.
- Civil Service will no longer issue certificates of eligibles. Agencies will create their own certificates in the LA Careers system.
- Civil Service will no longer screen applications for Minimum Qualifications.
- Test scores will change.
- Test series numbers will change.

For more information on LA Careers implementation refer to [General Circular 1757](#).

WORKFORCE PLANNING MAXIM OF THE DAY

"Time is the scarcest resource and unless it is managed nothing else can be managed."
– Peter F. Drucker

ONLINE STAFFING AND RECRUITING TOOLS

The Department of Civil Service maintains a number of online tools to assist agencies with recruiting and staffing.

Retiree Rehire Database

The Department of State Civil Service has established a database to assist agencies to identify state retirees who are interested and qualified to return to the workforce for part-time and project work. This system helps capture and preserve institutional knowledge of the aging workforce by returning these employees to temporary and/or part time positions where they can work with newer employees. See [General Circular 1688](#) for details. This database is accessible through the *HRInfo* link on the Department of Civil Service website's Human Resource Professionals portal.

Layoff Referral List

When a layoff occurs, the Department of Civil Service establishes a Layoff Referral List of permanent employees actually laid off, i.e., separated from state service. Agencies are not required to hire from this list, but may use the list as an aid for recruiting. Employees are placed on this list only for those job titles for which they are also on the Department Preferred Reemployment List and remain on this list for one year past the effective date of their layoff. Placement on this list gives laid off employees no special rights or eligibilities beyond the regular noncompetitive reemployment eligibility stated in Rule 8.18. (Rule 8.18 will be replaced by new Rule 23.13 on February 16, 2009). However, the list can serve as a source of experienced applicants for recruiting purposes.

Admit Note Database

To assist agency Human Resources staff when they are screening applications for qualifications, Civil Service has created an online data base containing notes and precedents of qualifying experience and education that Civil Service has developed from years of screening applications. The database is accessible through the *HRInfo* website through the Staffing Division link. This database will be particularly vital to agencies after the February 16, 2009 implementation of LA Careers when agencies will become responsible for Minimum Qualification screening of all applications submitted for their classified vacancies.

The information in the Admit Note Data Base is arranged by qualifying categories (Accounting, Human Resources, Information Technology, Law Enforcement, etc.). As agencies use the database, a need may arise to add certain qualifying experience or education or make other changes. In order to maintain the integrity of the data, only the Department of Civil Service can currently make changes. Agencies wishing to change something may submit a request to the Civil Service Staffing Division.

Supervisory Potential Assessment Tool

The Supervisory Potential Assessment Tool is designed for state employees who are not currently in a supervisory level position but are considering growth in this career area. The results from this tool will provide an employee with information concerning supervisory skill areas that the employee excels in as well as those skill areas in which the employee needs additional development. This tool is a self-assessment and is designed to assist those employees that complete it with opportunities for

growth and development. The results of this assessment do not need to be shared with a supervisor or agency personnel unless the employee chooses to do so. To find out more about the Supervisory Potential Assessment Tool go to this web link:

<http://www.civilservice.la.gov/asp/SupvAssessmentTool/SupvSkillsTool.aspx>

2008 STATEWIDE WORKFORCE PLAN

The 2008 Statewide Workforce Plan completed in December 2008 is accessible on the Civil Service website through the Workforce Planning portal.

Figures from the plan on retirement eligibility indicate that overall 16% of the total classified workforce is eligible to retire within five years. The table below breaks down the retirement eligibility by EEO category. As the table shows, the problem is most acute with officials and administrators of whom 27% are eligible to retire within five years.

Officials/Administrators	27%
Professionals	16%
Technicians	16%
Protective Services	11%
Paraprofessional	14%
Clerical	18%
Skilled Crafts	18%
Service/Maintenance	14%

For more on this go to the [2008 Statewide Workforce Plan](#)

QUOTE OF THE DAY

"Recession is when a neighbor loses his job. Depression is when you lose yours." –
Ronald Reagan

AGING WORKFORCE FACTS

The average age of the Louisiana state classified workforce is 44.

11,400 classified employees are over 60 years old. This is a 236% increase in the number over 60 in 1999.

25% of classified employees have 20 or more years of service.

CREDITS

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Purpose: The purpose of the Workforce Horizons is to educate readers about workforce planning issues and best practices, inform them about upcoming Civil Service workshops and training related to workforce planning and to provide practical job aids to assist agencies with workforce planning.

Comments and submissions: We welcome questions about workforce planning and suggestions for improvements to the newsletter as well as submissions of articles about what your agency is doing in workforce planning. Questions and comments should be sent to the editor.

Current and Back Issues may be viewed by going to the workforce planning portal of the Civil Service web page at www.civilservice.louisiana.gov